



AIM Data Checklist

PREVIOUS YEAR WRAP-UP & NEW YEAR PREPARATION

- ____ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*
 - ____ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
 - ____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
 - ____ Verify that all completed Special Education ERs and IEPs are locked.
 - ____ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
 - ____ Follow the [Beginning of Year Verification Guide](#) to:
 - ____ Create/verify calendars, terms, and grade levels for new school year.
 - ____ Modify previous years' student enrollments for summer transfers.
 - ____ Modify previous years' student enrollments for summer graduates.
 - ____ Assign/locate state IDs for new students.
 - ____ Create enrollments for new students.
 - ____ Request record transfers for new students (required for Special Ed students).
 - ____ End date PK enrollments from the previous year. (See pages 14 of [AIM New User Guide](#))
 - ____ End date in AIM for any staff members who have left. ([Creating & Modifying Users](#))
 - ____ To prepare for Fall Count, confirm that all American Indian students are identified. *"Index>Student Information>Reports>Enrollment Summary"*
 - ____ Verify data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type; and >student ALL Students with N Service Type – Not PK; and >student All Preschoolers Not with an N Service Type"
 - ____ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT End of Year ADA (District Edition or MT Edition Value Added users only).
- All AIM guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports-Data/AIM/>

More Helpful AIM Links:

- ____ Review the [AIM Collection Schedule](#).
- ____ Review the [AIM New User Guide](#).
- ____ Submit an [AIM District Contacts Update Form](#).
- ____ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk at
opiainhelp@mt.gov or 1-888-424-6681.**